

**BY ORDER OF THE COMMANDER
AIR FORCE RESEARCH LABORATORY
Wright Research Site**

**WS OPERATING INSTRUCTION 37-1001
1 MAY 99**

Information Management

TRAVEL WITHIN CONUS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: WSPP (M. Elliott/S. Ferryman)
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This operating instruction implements Air Force Policy Directive 37-1, Air Force Information Management. This **Operating Instruction (OI)** establishes policy, procedures and responsibilities for travel within CONUS (Continental United States). It applies to all personnel assigned to Det 1 AFRL/WS.

1.0 REFERENCES:

- 1.1 Vols I and II Joint Travel Regulation
- 1.2 AFI 37-128, Administrative Orders
- 1.3 AFI 36-3003, Military Leave Program
- 1.4 AFI 65-103, Temporary Duty Orders

DOMESTIC TRAVEL

2.0 POLICY. This OI establishes formalized procedures whereby personnel may travel in the official performance of duty. The most efficient/cost-effective methods for arrangements relative to transportation, lodging, etc., must be utilized when preparing requests for travel.

2.1 Each Division will appoint Orders Issuing/Approving Officials (GS-09 or above) for their division. Divisions must forward these names to 88ABW/FMFT and a copy to Det 1 AFRL/WSPP. Listing must be current at all times.

2.2 The number of personnel traveling and periods of TDY must be kept to an absolute minimum to accomplish the Laboratory mission. Only official government business is performed on funded temporary duty orders.

2.3 The use of rental cars is authorized when it is advantageous to the government. Convenience to the traveler is never a reason for approving a special authorization.

Justification for special authorizations must be provided and included in the request for travel (WS Form 7, Travel Worksheet) (Attachment 1). The WS Form 7 has a pre-printed justification that may be used. Block 25, "Remarks," may be utilized for all other justifications. Use of WS Form 7 for all travel is mandatory. No other forms are permissible.

2.4 When the exact location within a city/specific location cannot be provided in the travel order itinerary, a letter must be prepared and maintained with the Division Travel Authenticator. This must be signed by the 2-Ltr Director, and state the full name and office symbol of the traveler(s), reason(s) why traveler is exempt from listing the specific location, and the length of time this authorization remains in effect. Letters must be updated annually.

2.5 Government quarters are utilized whenever possible/available at military installations by both military and civilian travelers.

2.6 Leave in conjunction with temporary duty (TDY) should be annotated on the DD Form 1610, Request and Authorization, for TDY travel of DoD personnel. Military personnel must list a leave address and telephone number.

2.7 Upon completion of travel, each individual traveler must complete a DD Form 1351-2, Travel Voucher, within five working days.

2.8 Calls to Wright-Patterson from TDY points (long distance) are completed using the toll free number only (1-800-435-8036). All official business only, long distance telephone charges submitted for reimbursement must be approved by the Orders Issuing/Approving Official on the DD Form 1351-2, Travel Voucher or Subvoucher, Block 21a.

3.0 RESPONSIBILITIES:

3.1 The 88 ABW/FMFT, Travel Orders Authentication, has delegated authentication authority to Det 1 AFRL/WSPP within Air Force Research Laboratory Wright Site. Each authenticator within Det 1 AFRL/WSPP must maintain official files of all travel.

3.2 Orders Issuing/Approving Officials are appointed to sign all orders within the assigned division approving TDY.

3.3 **THE WS OPR FOR QUALITY CONTROL** (Det 1 AFRL/WSPP) Control Point (QCP):

3.3.1 Ensures that all requirements of DoD Joint Travel Regulations and AFI 37-128 and AFI 65-103 are followed.

3.3.2 Conducts training for all directorates.

3.3.3 QCP for Blanket Orders:

3.3.3.1 Receives Blanket Orders instructions from 88/FMFT and distributes to Wright Research Site divisions.

3.3.3.2 Collects typed Blanket DD Forms 1610.

3.3.3.3 Prepares cover letter for signature by WS Director.

3.3.3.4 Sends Blanket DD Forms 1610 to 88 ABW/FMFT for authentication and maintains files. Returns authenticated Blanket DD Forms 1610 to divisions.

3.4 TRAVELER:

3.4.1 Completes a WS Form 7 and ensures that justifications are included in the package, if necessary.

3.4.2 Obtains approval signature of immediate supervisor/division chief.

3.4.3 Ensures the completed WS Form 7 has the appropriate fund cite.

3.4.4 Prepares AFMC Form 97, Visit Request (Attachment 2), and forwards to the addressee. Ensures that an information copy of the AFMC Form 97 is forwarded to the appropriate contract administration office when travel is performed to monitor or discuss an existing contract.

3.4.5 Prepares/submits a travel voucher within five workdays of return.

3.4.6 Prepares an actual expense allowance letter, and forwards to 2-Ltr director for endorsement/approval.

3.4.7 Prepares letter for approval of funding by non-federal sources and forwards to 2-Ltr director for signature, then forwards to 88 ABW/JA.

3.5 ORDERS ISSUING/ APPROVING OFFICIAL:

3.5.1 Approves all travel to be performed by personnel within their division.

3.5.2 Complies with AFI 65-103, Chapter 1, 1.2.5. in approving all travel and justification for special authorizations, and approves claims for reimbursing items not authorized on the travel order.

3.6 TRAVEL COORDINATOR (Preparer):

3.6.1 Each WS Form 7 MUST be approved/signed by the appropriate supervisor/division chief.

3.6.2 Ensures accuracy of all required travel forms and related documents.

3.6.3 Computes expenses for per diem, travel, registration fees, and special authorizations, giving a total anticipated cost for each WS Form 7 related trip.

3.6.4 Completes WPAFB Form 1417, Courier Service Domestic TDY Ticket Request Transmittal (Attachment 3), showing flights, times, and destinations.

3.6.5 Prepares orders and supporting documentation. Forwards signed travel package to Det 1 AFRL/WSPP.

3.7 TRAVEL AUTHENTICATOR

3.7.1 Authenticates orders using automated travel system, and stamps TDY forms as “Order Authorizing/Authenticating Official” using “**OFFICIAL**” (USAF-AFMC) stamp, available through Directorate Supply Technician. Orders must not be authenticated until signed by the Orders Issuing/Approving Official.

3.7.2 Maintains official travel files.

3.7.3 Completes WPAFB Form 1419, Orders and Tickets Dispatch Log showing all orders to be ticketed by Contract Ticket Office.

3.7.4 Ensures that all tickets/orders are returned from Contract Ticket Office.

3.7.5 Forwards tickets/orders to each individual traveler.

DOUGLAS L. BOWERS
Manager
Wright Research Site
Air Force Research Laboratory

Attachments

- 1. WS Form 7**
- 2. AFMC Form 97**
- 3. WPAFB 1417**
- 4. WPAFB 1419**
- 5. WS Flow Chart (Domestic)**

TEMPORARY DUTY (TDY) WORKSHEET

Date Prepared: 1 Jul 99

1. Name (Last, First, Middle Initial)		2. SSAN	3. Grade	4. Office Symbol	5. Work Phone	6. Fax	7. Security Clearance
DOE, JOHN J.		123-45-6789	GS-13	Det 1 AFRL/WSPP	55555	123-1221	SECRET
8. TDY	9. Departure	10. Leave	11. Leave Address				
DAYS: 5	DATE: 5 Nov 99	DAYS: 5					
12. Course of Instruction		13. Conference		14. Purpose			
START DATE:		<input type="checkbox"/> Federally Sponsored		MSN (Conference Attendance): To attend International Travel Conference.			
START TIME:		<input checked="" type="checkbox"/> Non-Federally Sponsored					
Number & Type of Meals Included:		Registration Fee: \$200.00 Number & Type of Meals Included: 1 L; 1 D					
Lodging Per Night (If included in the fee):		Lodging Per Night (If included in the fee):					
15. Itinerary							<input type="checkbox"/> Variations
Riviera Hotel, Las Vegas, NV							
16. Mode of Transportation				Privately Owned Conveyance (POC)		<input type="checkbox"/> Travel by Privately Owned Conveyance Comparison (TPC)	
Air Travel		Cost	Commercial Rental Car	Total Cost	<input type="checkbox"/> Needed in & around TDY Location (Justification required in Block 25)		
<input checked="" type="checkbox"/> Commercial		\$375	<input checked="" type="checkbox"/> Contract Arranged	\$200	<input type="checkbox"/> Transportation Private Auto (TPA)		
<input type="checkbox"/> Military Air			(Justification required in Block 24)		<input type="checkbox"/> Gov't Ground Transportation		
			<input type="checkbox"/> Blanket Rental		<input type="checkbox"/> Other:		
17. Lodging		NAME: Riviera Hotel				PHONE (999) 999-9999	
<input type="checkbox"/> Gov't <input checked="" type="checkbox"/> Other		LOCATION Las Vegas, NV					
18. Funding Citation				19. Total Estimated Cost			
5793600 299 47QL 000000 000000 409 000000 503000 F03000 00000000				\$1,140.00			
				20. Funds Certification Official Signature/Date/Phone			
21. Airline Reservations							
DEPARTURE			FLIGHT NUMBER (s)/ CONNECTIONS		ARRIVAL		
CITY	DATE	TIME			CITY	DATE	TIME
DAY	5 Nov 99	10:00	TW 234/567		LAS		
LAS	9 Nov 99	11:00	TW 321/000		DAY		
22. Coordination/Approval (Signature of Orders Approving Official is Not Required)							
SIGNATURE (Supervisor)		DATE		SIGNATURE		DATE	
SIGNATURE (Reviewing Official)		DATE		SPECIAL ORDER NUMBER		DATE	

23. Travel Cost Estimate	TRANSPORTATION TO/FROM PERMANENT DUTY STATION (PDS)				TRANSPORTATION AT DUTY STATION			PER DIEM	Registration FEES
NAME <i>(Last,First, Middle Initial)</i>	MIL AIR	COMMERCIAL AIR		POC	CAR RENTAL	POC	MISC PARKING		
		ROUND TRIP	ONE WAY						
DOE, JOHN J.		\$375.00		\$50.00	\$165.00		\$50.00	\$300.00	\$200.00
TOTALS		\$375.00		\$50.00	\$165.00		\$50.00	\$300.00	\$200.00

<u>COST OF RENTAL CAR</u>		<u>COST OF LOCAL TAXI</u>				
Cost of Rental Car (per day, unlimited mileage)	\$28.00	Miles from Airport to TDY Site	50	(miles)	Cost Per Mile	\$1.00
Number of Days	5	Miles within the TDY Area	75	(miles)	Cost of Flag Drop	\$2.00
Refueling Cost	\$25.00	Miles to Return to Airport	50	(miles)	Number of Flag Drops	10
		TOTAL MILES (calculated)	175	(miles)		

25. Remarks

VISIT REQUEST

Reference AFI 1-401, para 5.8, DOD 5220.22-R, para 3-101d and 8-104a(3), and DOD 5220.22-M, para 6-103; AFI 31-601/AFMC Sup 1, para 6.2-1. Mark inapplicable items NA. Continue on reverse, identify by number/column. All entries must be typed.

PRIVACY ACT STATEMENT

AUTHORITY:

PRINCIPAL PURPOSE: To identify persons seeking approval to visit DOD Activities, and U.S. and Foreign Contractor facilities when access to classified information is, or may be, involved.

ROUTINE USES: Information contained hereon is used for reviewing the request for official visits for the purpose of approving or disapproving the visit. Also, used for certification of individual's security clearances and access authorization.

DISCLOSURE IS VOLUNTARY: Failure to provide the information will result in disapproval of visit request.

TO (Name and address of Activity/Contractor Facility)

RRR Corporation
1888 Eighth Street
Los Angeles, CA 99999

FROM (Official address of requesting activity)

AFRL/WSPP
WRIGHT-PATTERSON AFB OH 45433

1. VISIT APPROVAL IS REQUESTED FOR THE PERSONNEL LISTED BELOW. VISIT WILL BE CONSIDERED APPROVED UNLESS OTHERWISE NOTIFIED

NAME, GRADE, AND POSITION A	CITIZENSHIP (Alien registration number, if applicable) DATE AND PLACE OF BIRTH B	OFFICE/ACTIVITY OF ASSIGNMENT, ADDRESS AND TELEPHONE NUMBER C	EMPLOYER OR SPONSOR D	LEVEL OF SECURITY CLEARANCE E
JOHN J. DOE, GS-15 Supervisor	USA, 1 April 1900 Washington, DC	AFRL/WSP WPAFB OH 45433	AIR FORCE	SECRET
SAM SHEPARD, ST Chief Scientist	USA, 22 JAN 1955 Lod Angeles, CA	AFRL/WS WPAFB OH 45433	AIR FORCE	SECRET
TOM JONES, GS-13 Engineer	USAF, 12 DEC 1945 LONDON, UK	AFRL/WSS WPAFB OH 45433	AIR FORCE	SECRET
-----LAST ITEM-----				
2. NAME AND LOCATION OF ACTIVITY TO BE VISITED OLD TIMERS CORPORATION 888 Eighty-Eight Street Los Angeles, CA 99999	3. DATE(S) OF VISIT 31 MARCH 99	4. DURATION OF VISIT ONE (1) YEAR INTERMITTENT	5. NAMES (S) OF PERSON(S) TO BE VISITED JANE DOE FINANCIAL DEPARTMENT Supervisor	

6. PURPOSE AND JUSTIFICATION OF VISIT (Include contract number, project, program, if applicable)
TO DISCUSS PROJECT FUNDING

7. SPECIAL ACCESS AUTHORIZED (Level of access and authority for access to Critical Nuclear Weapons Design Information (CNWDI); North Atlantic Treaty Organization (NATO) or special acces programs)
N/A

8. TYPE, NAME, GRADE, AND TITLE OF CERTIFYING OFFICIAL
MUST INCLUDE SIGNATURE BLOCK AND
SIGNATURE

9. SIGNATURE

10. PHONE (Area Code/DSN/
Number/Extension)

875-5555

11. FAX NO. (Area Code/DSN/
Number/Extension)

(937) 255-5555

12. DATE

19310301

COURIER SERVICE DOMESTIC TDY TICKET REQUEST TRANSMITTAL

1. NAME OF EACH PASSENGER (Show full name)

Instructions: Itinerary of each passenger listed must be the same. A separate form is required for each different itinerary.

DOE, JOHN J.

2. TRAVEL ITINERARY

DEPARTURE CITY	TIME	DATE	FLIGHT NUMBER	ARRIVAL CITY	TIME
DAY	10:00	5 NOV 99	TW 234/567	LAS	
LAS	11:00	9 NOV 99	TW 321/000	DAY	

PROVIDE THIS INFORMATION ONLY IF THE BOOKINGS WERE ARRANGED BY THE CONTRACT TRAVEL OFFICE ON WPAFB

HOTEL RESERVATIONS

CONFIRMATION NUMBER(S)

RENTAL CAR RESERVATIONS

CONFIRMATION NUMBER(S)

REMARKS

ORDERS AND TICKETS DISPATCH LOG

ORGANIZATION Det 1 AFRL/WSPP				GTR NUMBER	
DATE 19251109				DATE	
<u>TRAVELER'S NAME</u>	<u>ORDERS (O) TICKETS (T)</u>	<u>MODE OF TRAVEL (CA/PA)</u>	<u>TICKET NUMBER</u>	<u>REMARKS</u>	<u>TRAVELER'S SIGNATURE</u>
1. DOE, JOHN J.	T & O	CA			
2. SMITH, JAMES E.	T & O	CA			
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
COURIER SIGNATURE					
(RECEIPT OF TICKET)					

Domestic Travel Flowchart

Wright Research Site

WPAFB, OH

